

PEDIATRIC NURSE MANAGER

DEFINITION:

Under direction, to plan, direct and coordinate pediatric and adolescent nursing programs and activities providing primary medical/physical health care and assessment to children in protective custody at the County's Polinsky Children's Center; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position management level class found in the Community Health Division of the Health and Human Services Agency (HHSA). The incumbent serves as the on-site administrator of pediatric and adolescent nursing programs and activities at the Polinsky Children's Center, the County's emergency shelter care facility for children in protective custody. Incumbent responsibilities include supervising professional and paraprofessional nursing staff and clerical support staff, providing administrative supervision to other clinical professional staff, working with and serving on a multi-disciplinary team of licensed health care professionals to ensure the provision of quality integrated, coordinated care, and developing policies, procedures and standards for nursing activities.

The incumbent reports to an off-site Assistant Chief Nurse. This class is distinguished from Supervising Nurse by its additional administrative responsibilities and role as a multi-disciplinary team member.

EXAMPLES OF DUTIES:

Plans, directs and coordinates nursing programs and activities; develops and implements policies, procedures and standards to ensure effective nursing care and coordination with other disciplines to include the application and evaluation of quality assurance standards; assigns, reviews and evaluates the work of subordinate staff; directs and supervises the activities of clerical staff involved in maintaining patient medical records, Medi-Cal billing, record keeping and other clerical functions; serves as a member of a multi-disciplinary treatment team composed of licensed health care professionals to develop comprehensive treatment and discharge plans for each child; develops and monitors the budget for Polinsky Center nursing programs; develops and implements staff training; ensures the compliance with laws regulating child abuse reporting and care of children in protective custody; participates in the case planning and management process in coordination with other health care professionals to include discharge planning; develops and implements health assessment, education and prevention programs in areas such as infection control to ensure optimum health care; and prepares correspondence and reports.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Nursing principles, practices and standards particularly as they apply to the care and treatment of pediatric and adolescent patients.
- Standard medical and emergency medical procedures.
- Medications, including psychotropic drugs, and effects on pediatric and adolescent patients.
- Laws regulating child abuse reporting and the care of children in protective custody.

General Knowledge of:

- Principles of public administration and management including budget preparation.
- County structure, policies and procedures.
- Regulations relating to Child Health and Disability and Prevention and Medi-Cal reimbursement.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct and supervise nursing pediatric and adolescent activities and programs.
- Assign, review and evaluate the work of subordinate staff.
- Coordinate and provide consultation on pediatric and adolescent health assessment, care and treatment programs and activities with other staff discipline.
- Analyze data, identify appropriate solutions to problems and make logical decisions.
- Communicate effectively, both orally and in writing.
- Respond to emergency situations.
- Establish and maintain cooperative relationships with health professionals and other staff, hospitals, community agencies and the public.
- Provide counseling, training and leadership to nursing staff.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

At least five (5) years of recent registered nurse experience to include two (2) years of experience in pediatrics AND one (1) year of supervisory and/or administrative experience involving the supervision of nursing staff and working with multi-disciplinary teams.

Experience in the care of abused children is preferred. A master's or bachelor's degree from an accredited college or university in nursing is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License/Certificate:**

Valid California Registered Nurse License is required at the time of application and must be maintained throughout employment in this position.

Valid CPR card is required by the time of appointment and must be maintained throughout employment in this position.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Working Conditions:

May be exposed to patients with communicable diseases and persons that may be potentially hostile.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered employment in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the Health and Human Services Agency (HHSA).

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).